

POLICY

Cancels: 7/6/2020 version

See Also: PRO-206, APX-804, FRM

POL-206 PUBLIC DISCLOSURE REQUESTS

SCOPE:

This policy applies to *written* requests made to the Washington State Law Library:

For copies of the library's administrative records as defined by GR 31.1(i)(2) **or**

For copies of items in the library's research collection when the requestor asserts that the request is a Public Records Act request, a GR 31.1 request, a Freedom of Information Act request, etc.

This policy does not apply to general research requests absent an assertion similar to that listed above.

POLICY:

It is the policy of the Washington State Law Library that, as an agency overseen by the Washington State Supreme Court, the library meets the definition of an entity governed by General Rule (GR) 31.1, Access to Administrative Records. See GR 31.1(k)(1)(i).

This policy is made in compliance with GR 31.1(g), Court and Judicial Agency Rules.

Adherence to Court Rules and Statutes, Exemptions

Any request for information where the requestor asserts that the request is a "public records request" shall be treated as a GR 31.1 request.

Policies, procedures, definitions, exemptions and review processes described in GR 31.1 shall control.

If an exemption does not clearly exist under the court rule, the responding staff member will look to other statutes, such as the Public Records Act, RCW 42.56, for guidance. See GR 31.1(j).

The library will adhere to RCW 42.56.310, Library Records, for exemptions relating to the identity of library users.

Definition of Administrative Record

An item in the library's research collection is not an "administrative record" unless the item is "related to the management, supervision, or administration" of the library. See GR 31.1(i)(2).

If the requested item is not an "administrative record", the library may suggest alternative means of obtaining the requested information, such as interlibrary loan, or obtaining copies from another agency.

Designation of Public Records Officer & Method of Requesting Records

The Administrative Coordinator is designated as the Public Records Officer.

All requests submitted under this policy and under GR 31.1 must be in writing and submitted to the Administrative Coordinator in person, by email, mail or fax.

Filling out the Washington State Law Library Public Disclosure Request Form is requested, but not required.

Applicable Fees

The library may charge fees for research required to locate, obtain or prepare responsive records as set forth in GR 31.1(h).